

# Retail Motor-Fuel Dispensers

## Chapter 7



## Post-Test Tasks

# Objectives

- Review Inspection & Test Results to determine compliance with applicable requirements
- Identify appropriate actions to be taken
- Describe post-test tasks such as sealing, notifying device owner/operator, administrative activities
- Understand documentation & record-keeping tasks required by your jurisdiction or company

# General

- install security seals on equipment as appropriate
- Record audit trail information, if equipped
- record final totalizer readings
- evaluate results
- determine appropriate compliance action
- notify owner/operator
- mark device to indicate disposition
- complete & submit report form and other paperwork

# Security Seals

- adjustable components which can affect accuracy or performance must have provision for sealing
- observe upon arrival if physical seals are intact from prior inspection
  - note audit trail information where applicable
  - also note audit trail information at the beginning of the inspection to compare with prior inspection
- replace old seals if necessary
  - dated seals
  - worn, damaged, or broken seals
- design of meter and register dictate method for sealing
  - audit trails permissible



# Security Seals (cont.)

- many jurisdictions use lead-and-wire seals
  - other types may be acceptable if they provide adequate security
  - destructible, pressure-sensitive
- will learn more about sealing and types of seals in field training

# Totalizer Readings & Evaluation of Results

- necessary for owner/operator to reconcile readings
- take readings **immediately** upon completion of sealing and testing of **each device**
- determine compliance with tolerance requirements and with specifications
- can use the EPO as a checklist to be sure you have covered all areas
- your jurisdiction or company may have its own checklist

# Determination of Compliance Action

- device is either “**correct**” or “**incorrect**”
  - “**correct**” means it complies with **all** requirements of NIST Handbook 44
  - a device can be **accurate** *but not be correct*
  - a device **can not be correct without being accurate**

if a device is **correct**, indicate **approval** on the report

if a device is **incorrect**, take appropriate action as required by your jurisdiction or company

# General Disposition

- **rejection:**
  - removes the device from commerce
  - requires repairs within a specified period of time
  - requires reinspection prior to return to service
- **condemnation:**
  - if a device is found to be **impossible to repair**
  - only as a last resort

**Your job is to provide equity in the marketplace....do not cause unnecessary hardship on a device owner!**



# Notifying the Device Owner

## Discuss Examination with Owner/Operator

- review test results and report
- advise disposition of device
- if device was not in compliance, advise:
  - why action is being ordered
  - what will happen as a result of the order
  - what actions are required to bring the device into compliance
  - when corrections must be completed
  - the consequences of failure to comply with the official order

# Notifying the Owner (cont.)

- have the owner/operator sign the report if required by your jurisdiction or company
- provide a copy of the report to the owner/operator
- make every effort to explain specifically what is wrong with the device
  - It is not the weights and measures official's responsibility to troubleshoot or recommend repair procedures!!
  - *never* recommend a specific repair firm by name

# Notifying the Owner (cont.)

- if the compliance order must be approved by your supervisor, explain what your recommendation will be
- **REMEMBER**, your job is to provide equity in the marketplace....not impose unreasonable burdens
  - try to work with the owner, keeping in mind the costs will be passed on to the consumer
  - treat the owner with the same respect with which you expect to be treated!!

# Report Forms & Recordkeeping

- report provides documentation of examination and will provide compliance history of device and business firm
- also document telephone calls, conversations, etc., if appropriate
- documentation protects you and may serve as evidence in litigation
- be sure documentation is clear, concise, and comprehensive
- good documentation is invaluable

# Summary

- performing post-test tasks is last phase of the examination
- includes sealing of adjustable components and recording of audit trail information, as needed
- evaluation of test results
- determination of compliance action
  - approval
  - rejection/condemnation

# Summary (cont.)

- know difference between “correct” and “incorrect”
  - “correct” - compliance with **all** applicable requirements....accuracy and specifications
- record disposition on report
- review report with owner/operator; discuss results
  - explain owner/operator’s responsibilities to them
- seal or tag equipment as appropriate
  - note audit trail information where applicable
- complete documentation and recordkeeping tasks
- install seals on access to adjustments